



VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA
(Examination Section)

APPLICATION FORM FOR REVALUATION/SCRUTINY/RE-TOTALLING OF MARKS

1. A candidate who wishes to get his/her answer –books revaluated/ Scrutinized/re-totaled will use application form. Application form must reach this office alongwith the challan of prescribed fee of Rs. 300/- per course (per paper) for revaluation and Rs. 100/- per paper for scrutiny/re-totalling of marks within 30 days from the date of declaration of result by the university. The application must be sent to “**Controller of Examinations, Vardhaman Mahaveer Open University, Rawatbhata Road, Kota-324021**” Applications received after due date or incomplete in any manner or without requisite fee, shall not be considered and fee will be forfeited.
2. Revaluation is allowed only in 25% papers (course) in which candidate actually appeared in Term End Examination. Revaluation will not be allowed in internal assignment/Practical paper/Dissertation/Project Report/Viva-Voce/Due Paper/Boycotted Papers/Special Exams/Improvement Papers. However, scrutiny/re-totalling will be allowed in as many as desired number of paper(s) in which the candidate has appeared in examination.
3. Candidate may choose any one or more then one options from revaluation/scrutiny/re-totalling. According to the choice of option(s), the candidate is required to pay the prescribed fees.
4. A Copy of mark sheet (if received otherwise internet mark sheet) is essential to be attached with the application.
5. **For detail rules please refer to our website www.vmou.ac.in**

To,
The Controller of Examinations,
Vardhaman Mahaveer Open University,
Rawatbhata Road
Kota-324021

<u>Fee Detail</u>	
Challan No.	Dated
Name of Bank	
Rs.	

Sir,

I am applying for revaluation/scrutiny/re-totalling of marks in the following courses (papers)

My detail is as under :-

1. Scholar No.
2. Name
3. Programme.....
4. Examination : June/Dec. 201 ____
5. No. of papers in which candidate actually Appeared.....
6. Name of Examination Centre.....
.....
7. Mobile No.
8. E-Mail ID.....
9. Postal Address
.....
.....

For Revaluation

S.No.	Paper Code	Marks Obtained
1		
2		
3		
4		

For Scrutiny/Re-totalling of Marks

S.No.	Paper Code	S.No.	Paper code
1		5	
2		6	
3		7	
4		8	

Tick appropriate Box: Revaluation

Scrutiny/Re-Totalling of marks

Date of Application _____

Signature of the Candidate



VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

RULES FOR REVALUATION OF ANSWER BOOKS

1. Revaluation of Answer books shall be permissible in not more than 25% of the theory papers in which candidate actually appeared at an examination. Where the number of papers in which a candidate at an examination happens to be an odd number i.e. if an examination consists of 5 papers, the candidates can apply for revaluation of answer books up to 2 papers.
2. Notwithstanding the aforesaid the provisions, revaluation of answer books, shall not be permitted in respect of (i) Internal Assignment (ii) practical paper (iii) Project Report (iv) Dissertation (v) Viva-voce (vi) Due paper, boycotted papers, special examination and Improvement Papers etc.
3. A Candidate who wishes to apply for revaluation of his answer-book must apply in the prescribed form together with the requisite fee as per the schedule notified by the University. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected. Incomplete application form will also be rejected.
4. The time period for apply for revaluation shall be 30 days from the date of declaration of result.
5. A Candidate shall be required to pay a fee of Rs. 300/- per paper (not subject) for revaluation of answer books, which will not be refunded.
6. (i) If the award of second examiner (re-valuator) is more than the award of the first examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the same shall be taken as the marks obtained on evaluation. In case the award of the second (re-valuator) exceeds the above limit of 20 % the answer books shall be referred to a third examiner and the average of the two closest awards shall be taken into account. If the three awards are uniformly spread, then the middle award shall be taken into account.
(ii) If the award of the second examiner (re-valuator) is less than of the first examiner up to the extend of 5% of the maximum marks prescribed for the paper, the award of the first examiner shall stand.
(iii) In case the award of the second examiner (re-valuator) is less than that of the first examiner & the decrease is more than 5% but not more than 20% of the maximum marks prescribed for the paper, the average of the two awards shall be taken as the marks of revaluation provided the result of the candidate is not affected adversely, i.e. his division in not changes or he does not get due instead of pass or he does not fail instead of due or he does not fail in an individual paper/subject instead of pass. In such cases the marks shall be decreased to the extend that his result is not affected adversely.
(iv) If the award of the send examiner (re-valuator) is less than that of the first examiner and the decrease in marks exceeds 20 % of the maximum marks prescribed for the paper the answer book shall be referred to a third examiner and the average of the two closest awards (the middle award in case the three awards are uniformly spread) shall be taken as the marks of revaluation subject to the provision mentioned above in sub clause (iii).
7. The answer book(s) shall not be subject to any inspection or production before any External or Internal Authority except at the instance of the Vice-Chancellor.
8. A candidate who is declared eligible for due examination as a result of revaluation shall be permitted to appear at the next examination.
9. The remuneration rate to evaluated the answer book shall be double of the rate prescribed for evaluate main examination answer books (Min Rs. 100).